

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NENAF0516

Opening Date: October 28, 2005

Closing Date: November 11, 2005

Position: OPERATIONS ASSISTANT, NF-1101-2
Salary: \$12.00 - \$15.00 Hourly
Place of Work: Tobyhanna Army Depot, PA / Post Restaurant
Position Status: This is a Permanent position. -- Full Time
Number of Vacancy: 1

Duties: Assists the manager with the operation of facility in accordance with established procedures. Issues, receives and controls cash receipts and change funds; verifies cash count of funds turned in by cashiers. Determines cash shortage or overages. Assures only authorized patrons utilize the facilities. Submits daily report of operations. Assists in setting up parties according to party plan. May assist bartenders in setting up bars and/or cashier's bag. Completes Daily Activity Report. Completes fire safety checks and secures the facility. May monitor inventories, place and receive food and beverage orders using Food track or similar software.

Who May Apply: (Click on Who May Apply)

- Veterans' Recruitment Authority (VRA).
- Current and former NAF Employees.
- All U. S. citizens and Nationals with allegiance to the United States.
- Persons with Military Spouse Preference who are in the commuting area of the place of work.

Qualifications: Click on link below to view qualification standard.

General Schedule

• Candidates must: 1. Progressively responsible duties in the receipt, disbursement, examination, deposit, custody or other processing of cash items. 2. Ability to lift and carry up to 20 pounds. 3. Where duties involve selling alcoholic beverages applicant must meet state/local age requirements for the serving of alcoholic beverage at the time of appointment. 4. Skill in providing customer service. 5. Ability to communicate effectively.

• The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.

Other Information:(Click on Other Information)

- May require shift work and/or work on rotating shifts to provide coverage on evenings, weekends, holidays and in other situations.
- Permanent Change of Station (PCS) expenses are not authorized.

Other Advantages: Documentation DD214, Part 4 to support Veterans Preference needs to be submitted at time of application to be considered for Veterans Preference.

Other Requirements:(Click on Other Requirements)

- Subject to satisfactory completion of all pre-employment checks in accordance with Army Regulation (AR) 215-3.
- Satisfactory completion of a National Agency Check (NAC) that will be initiated upon appointment to a NAF position.
- The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.
- You will be required to show Social Security card upon appointment to a NAF position.
- A medical examination is required.
- Immunization screening is required.
- You will be required to provide proof of U.S. Citizenship.
- Documentation to support Military Spouse Preference needs to be submitted at time of application.
- You must include the announcement number on your application.
- You may claim Military Spouse Preference.
- Applicants claiming veteran's preference must clearly show an entitlement to such preference on the resume/supplemental data

submitted.

- One year trial/probationary period may be required.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

How to Apply: (Click on How to Apply)

- Resumes must be received by the closing date of this announcement.
- Announcements close at 12:00am (midnight) Eastern Time.

You may send your resume via surface mail to: Civilian Personnel Advisory Center (NAF), Sherry A. Jones, 11 Hap Arnold Boulevard, Tobyhanna Army Depot, Pennsylvania 18466

You may fax your resume to: 570-895-6604

You may email your resume to Point of Contact. You must include Job Announcement Number on the subject line.

Point of Contact: Civilian Personnel Advisory Center (NAF), 570-895-7385, sherry.ann.jones@tobyhanna.army.mil

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